

# **Lead-Based Paint Hazard Control**

## **Request For Renewal Grant**

### **Application Kit**

### **Fiscal Year 2002**

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## Lead-Based Paint Hazard Control Grant Program “Request for Renewal”

### SECTION 1. GENERAL INSTRUCTIONS AND GUIDELINES FOR APPLICANTS

**General Instructions :** This application kit is for lead hazard control grantees that meet the eligibility requirements in Item 4 below. *If a lead hazard control grantee does not meet these threshold requirements, they are not eligible to submit a “Request for Renewal” application.*

**The Notice of Funding Availability (NOFA) can be found at the back of this application kit and should be read before preparing the application.**

- 1. Program Description:** The Lead-Based Paint Hazard Control Grant Program assists States, Tribal, and local governments in undertaking programs for the identification and control of lead-based paint hazards in eligible privately-owned housing units for rental and owner-occupants. These funds will be awarded to:
  - Maximize the combination of children protected from lead poisoning and housing units where lead-hazards are controlled;
  - Target lead hazard control efforts at housing in which children are at greatest risk of lead poisoning;
  - Stimulate cost-effective approaches that can be replicated;
  - Emphasize lower cost methods of hazard control;
  - Build local capacity to safely and effectively address lead hazards during lead hazard control, renovation, remodeling, and maintenance activities; and
  - Affirmatively further fair housing and environmental justice.
- 2. Objectives:** The objectives of the Lead-Based Paint Hazard Control Grant Program are to:
  - Implement a national strategy to assist States, tribal, and local governments to build the capacity necessary to eliminate lead-based paint hazards in all housing;
  - Mobilize public and private resources, involving cooperation among all levels of government, the private sector and faith-based and other community-based organizations, to develop cost-effective methods for identifying and controlling lead-based paint hazards;
  - Encourage effective action to prevent childhood lead poisoning by establishing a workable framework for lead-based paint hazard identification and control;
  - Develop comprehensive community approaches which result in integration of all community resources (governmental, faith-based and other community-based, and businesses) to address lead hazards in housing
  - Integrate lead-safe work practices into housing maintenance, repair, weatherization, rehabilitation, and other programs which will continue beyond the life of the grant;
  - Establish a public registry of lead-safe housing; and
  - Promote job training, employment, and other economic opportunities for low-income residents and businesses which are owned by and/or employ low-income and minority residents.
- 3. Legislative Authority:** This NOFA is authorized under Section 1011 of the Residential Lead-Based Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992, Public Law 102-550).
- 4. Eligibility:** Current grantees (with active grants at the application deadline date of June 14, 2002) whose period of performance commenced on or after January 1, 2000 and that have completed and cleared at least 65 % of the negotiated number of units in their most recent HUD Lead Hazard Control Grant agreement and have expended, as evidenced by the drawdown from the HUD Line of Credit Control System (LOCCS), at least 45 % of this HUD Federal grant award by March 31, 2002, are eligible to submit a “Request for Renewal” for up to \$2 million to continue grant program activities for an additional 24 months after their current period of performance ends.

Grant funds shall only be available for lead hazard control work in projects conducted by persons qualified for the activities according to 24 CFR Part 35 especially Sections 35.1325 for abatement and 35.1330 for interim controls (qualified persons must possess certification as abatement contractors, risk assessors, inspectors, abatement workers, or sampling technicians, or others having been trained in a HUD-approved course in lead-safe work practices).

Before lead hazard control work begins in a unit, documentation that each occupant who is under six years old was tested for lead poisoning within the six months preceding the housing intervention is required.

Each grantee must provide a matching contribution of at least 10 percent of the requested grant sum. This may be in the form of a cash and/or in-kind contribution.

**5. Eligible Hazard Control Activities:** Grant funds to identify and control the hazards of lead-based paint in eligible privately-owned housing units constructed before 1978 can be used for eligible direct and support activities. HUD encourages local innovation in performing work under this grant. HUD reserves the right, in negotiating the grant agreement, to disapprove budget items that, in its judgment, are not necessary for the direct support of program purposes, and to request the grantee to reallocate such amounts for other acceptable purposes, or to make a corresponding reduction in the grant award.

**6. Other Requirements:** Applicants must have a current HUD-approved Consolidated Plan or an abbreviated Consolidated Plan. If your approved Consolidated Plan is still current at the time of your application submission, you do not need to submit the Certification of Consistency with the Consolidated Plan provided in the Forms Section in the back of this book nor do you need to include a copy of the lead-based paint element from the currently approved Consolidated Plan.

**7. Maximum Assistance and Local Contributions:** Grantees that submit a Request for Renewal application are eligible to receive up to \$2 million for the 24 month extension period. As a minimum eligibility requirement, each grantee shall provide a cash and/or in-kind match of at least 10 percent of the requested grant amount. With the sole exception of Community Development Block Grant (CDBG) funds, Federal funds may not be used to satisfy the statutorily required ten (10) percent matching requirement. Federal funds may be used, however, for contributions above the statutory requirement. For the 24 month extension period grantees are to provide a cash and/or in-kind match of at least the same amount and/or percentage of matching funds as included in their current grant agreement.

The grant amount requested is to cover the 24 month period of performance.

**8. Completion of Work:** Current grantees eligible to submit a "Request for Renewal" must plan for and complete project activities within 24 months after the current period of performance ends.

**9. Final assembly of an Application Package:** Section 2 (Preparing Your Application) provides or describes all the pages, forms, certifications, and attachments necessary to apply for a grant under this NOFA category. The application should be assembled in the order shown in the Checklist and Table of Contents, number each page, and tab each section sequentially. Show the page numbers on the Checklist and Table of Contents sheet.

In addition, relevant supplemental material in support of the work plan is to be submitted. Such materials should be supplied in appendices as shown below. These appendices may consist of required documents, tables, organizational chart(s), resumes, job descriptions, memoranda of agreement/understanding, letters of commitment from participating partners in the project and other relevant materials.

**10. Application Deadline:** Please refer to the Notice of Funding Availability (NOFA) published in the Federal Register for the deadline for the receipt of applications. Applicants under this category of the NOFA

are encouraged to submit their requests as soon as possible but no later than June 14, 2002. Applications received after the deadline established will be ineligible for consideration.

**11. New Security Procedures.** In response to the terrorist attacks in September 2001, HUD has implemented new security procedures that impact on application submission procedures. Please read the following instructions carefully and completely. **HUD will not accept hand delivered applications.** Applications may be mailed using the United States Postal Service (USPS) or may be shipped via the following delivery services: United Parcel Service (UPS), FedEx, DHL, or Falcon Carrier. No other delivery services are permitted into HUD Headquarters without escort. You must, therefore, use one of the four carriers listed above.

**Mailed Applications.** Your application will be considered timely filed if your application is postmarked on or before **12:00 midnight** on the application due date and received by the designated HUD Office on or within **fifteen (15) days** of the application due date. All applicants must obtain and save a Certificate of Mailing showing the date when you submitted your application to the United States Postal Service (USPS). The Certificate of Mailing will be your documentary evidence that your application was timely filed.

***\*Request for Renewal Applicants are encouraged to submit their requests as soon as possible to ensure the timely award of funds and before their current period of performance ends.***

**Applications Sent by Overnight/Express Mail Delivery.** If your application is sent by overnight delivery or express mail, your application will be timely filed if it is received before or on the application due date, or when you submit documentary evidence that your application was placed in transit with the overnight delivery/express mail service by no later than the application due date. **Due to new security measures, you must use one of four carrier services that do business with HUD Headquarters regularly. These services are UPS, DHL, FedEx and Falcon Carrier.** Delivery by these services must be made during HUD's Headquarters business hours, between 8:30 AM and 5:30 PM Eastern time, Monday to Friday. If these companies do not service your area, you should submit your application via the United States Postal Service.

**Address for Submitting "Request for Renewal" Applications.**

Submit an **original** and **two copies** (Request for Renewal Applicants Only) of your application package to:

U.S. Department of Housing and Urban Development  
Office of Healthy Homes and Lead Hazard Control  
Attn: Mr. Ellis G. Goldman  
451 Seventh Street SW, Suite P3206  
Washington, D.C. 20410

**12. Corrections to Deficient Applications:** Section V of the General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

**13. Further Information:** If you have any questions regarding your application or any other aspect of the grant program, call Ellis G. Goldman at (202) 755-1785, ext. 112. (This is not a toll-free number).

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## SECTION 2. PREPARING YOUR APPLICATION

### Transmittal Letter

Prepare a transmittal letter that identifies “the applicant” or (applicants) submitting the application, the dollar amount requested, what the program funds are requested for, and the nature of involvement with faith-based and other community-based organizations. The transmittal letter is to include the name, mailing address, telephone number, and principal contact person of “the applicant”. If you have consortium associates, sub-grantees, partners, major subcontractors, joint venture participants, or others contributing resources to your project, you must provide similar information for each of these partners.

### Applicant Abstract

Prepare an abstract describing the goals and objectives of your proposed program (**2 page maximum**). You may wish to include the following information in describing the goals and objectives of your proposed program:

- the amount of the Federal request and the amount of the matching contribution;
- the number of units in which lead hazard control activities will be conducted;
- the organization(s) that will participate in the program, either conducting lead hazard control activities or in another role;
- demographic, socio-economic and housing characteristics of neighborhood(s) selected for hazard control activities;
- your prior activities, experience and achievements in residential lead-based paint hazard control work or related work, including testing and treatment methods, and collaboration with other agencies;
- the scope and magnitude of the proposed hazard control project that details the area selected, number of housing units, intended beneficiaries, and the projected impact on the neighborhood/jurisdiction; and
- how the work will be accomplished.
- *Any changes proposed in your work plan strategy for the 24 month proposed extension period.*

### Required Forms

Prepare and submit the following forms (found in the back of this book) as part of your application:

Current grantee applicants submitting a “Request for Renewal” are only required to submit the forms identified as *RFR*. (See “Request for Renewal” Checklist and Submission Table of Contents for other application requirements)

SF 424	Application for Federal Assistance * ( <b>RFR</b> )
SF-424A	Budget Information - Non Construction Programs * † ( <b>RFR</b> ) (complete only page 1 of the SF-424A)
HUD-424 -M	Federal Assistance Funding Matrix* ( <b>RFR</b> )
HUD-2992	Certification Regarding Debarment and Suspension* ( <b>RFR</b> )
HUD-2993	Acknowledgment of Application Receipt * ( <b>RFR</b> )
HUD-50071	Certification of Payments to Influence Federal Transactions* ( <b>RFR</b> )
	Total Budget (Federal Share and Matching) † ( <b>RFR</b> )
	“Request for Renewal” Checklist and Submission Table of Contents

\* These forms are also available as fillable Adobe Reader (PDF) or

Word (DOC) formats from the HUDClips website at  
***www.hudclips.org*** (available from the HUD homepage at  
***www.hud.gov***)

† These forms are also available as Excel (XLS) spreadsheet  
from the HUD Office of Healthy Homes and Lead Hazard Control  
website at ***www.hud.gov/offices/lead*** (available from the HUD homepage at  
***www.hud.gov***)

Applicants are encouraged to use the electronic version of the Total Budget (Federal Share and Matching).



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## CHECKLIST AND SUBMISSION TABLE OF CONTENTS LEAD HAZARD CONTROL GRANT PROGRAM

### “REQUEST FOR RENEWAL GRANTS ONLY”

The following checklist is provided to ensure you have submitted all required items to receive consideration for funding. You must assemble the application in the order shown below and note the corresponding page number where the response is located. **You must include this checklist and submission table of contents with the proposal.**

<input type="checkbox"/>	<b>Transmittal Letter</b>	Cover page
<input type="checkbox"/>	<b>Applicant Abstract Summary</b> (limited to a maximum of 2 pages)	_____
<b>Application Forms</b>		
<input type="checkbox"/>	Standard Form 424 and SF 424A Section B	_____
<input type="checkbox"/>	HUD-424-M	_____
<input type="checkbox"/>	Total Budget (Federal Share and Matching)	_____
<input type="checkbox"/>	HUD-2992 Certification Regarding Debarment and Suspension	_____
<input type="checkbox"/>	HUD-50071 Certification of Payments to Influence Federal Transactions	_____
<b>Threshold Requirements</b>		
<input type="checkbox"/>	Period of Performance of most recent Lead Hazard Control grant commenced on or after January 1, 2000	_____
<input type="checkbox"/>	Performance Measures	
	(1) Minimum of 65% of the units in their most recent HUD agreement were completed and cleared by March 31, 2002 as reported to HUD	
	<b><u>AND</u></b>	
	(2) Minimum of 45% of Grant Funds in their most recent HUD agreement were expended by March 31, 2002 as evidenced by the drawdown from the HUD Line of Credit Control System (LOCCS)	_____
<i>Note:</i>		
<i>Current grantees that do not meet the threshold requirements listed immediately above may still be eligible to apply for Lead Hazard Control Grant Funds under the “Current and Prior” grantee category of this Notice of Funding Availability (NOFA). Grantees should review the requirements for submitting a proposal under the “Current and Prior” grantee category and pay particular attention to the Rating Factor Response requirements.</i>		
<b>Required Supporting Materials</b>		
<input type="checkbox"/>	Work Plan Strategy for the 24 month renewal period Developed in accordance with the Office of Healthy Homes and Lead Hazard Control Policy Guidance Issuance 2001-03 (See Annex 9 of LHC Application Kit – also available on the HUD Internet Web site at <a href="http://www.hud.gov/offices/lead">http://www.hud.gov/offices/lead</a> )	_____
<b>Appendices</b>		
<input type="checkbox"/>	Appendix 1 - Materials relating to the application thresholds or forms.	_____

- ☐ Appendix 2 – Materials supporting work plan strategy
- ☐ Appendix 2 - HUD 2993 Acknowledgment of Application Receipt

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### **Work Plan and Budget:**

The work plan and budget will be evaluated in terms of whether it is reasonable, clearly justified, and proposes to support eligible activities consistent with the intended use of the grant funds. A maximum of 24 months shall be budgeted for the continuation and completion of lead hazard control activities. The budget categories are to be documented and justified. The work plan is to be developed in accordance with the Office of Healthy Homes and Lead Hazard Control (OHHLHC) Policy Guidance Issuance 2001-03 (available by accessing the OHHLHC Internet web-site at <http://www.hud.gov/offices/lead>).

Grantees must include the narrative and specific, measurable, realistic and time-phased objectives consistent with HUD policy guidance in their work plan. Changes proposed in your strategy and budget during the 24-month renewal period should be discussed and highlighted.

***Note: Policy Guidance 2001-03 requires Government Technical Representative (GTR) approval of the work plan prior to conducting lead hazard control work during the 24-month renewal period.***

Grantees should be prepared to negotiate their budget immediately after the submission of their request to the Office of Healthy Homes and Lead Hazard Control. Awards under this category will be made to grantees immediately upon determining that they meet the requirements set forth in this section. Grantees awarded funding under this category of the NOFA will be required to meet other HUD requirements included as part of this SuperNOFA.

